

SECRET

25X1A



# EXIT PROCESSING FOR SEPARATION OR EXTENDED LEAVE

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25X1A

INSTRUCTION SHEET

Destroy the front cover, pages i, 1 through 8, and figure 1 and insert the attached pages dated 16 November 1972.

This handbook is revised to generally update the organizational titles and procedures.

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PERSONNEL

CONTENTS

CONTENTS

<u>Paragraph</u>	<u>Page</u>
1. GENERAL . . . . .	1
2. PROCEDURES . . . . .	1
a. STAFF EMPLOYEES, TYPE <sup>I</sup> CONTRACT EMPLOYEES, AND DETAILED CIVILIAN PERSONNEL . . . . .	1
b. STAFF EMPLOYEES, TYPE <sup>I</sup> CONTRACT EMPLOYEES, AND DETAILED CIVILIAN PERSONNEL WHEN CLEARANCE MUST BE OBTAINED IN ABSENTIA . . . . .	5
c. DETAILED MILITARY PERSONNEL . . . . .	5
d. STAFF AGENTS . . . . .	7
3. POSTSEPARATION PROBLEMS . . . . .	10

Figure No.

1. FORM 21, FINAL CLEARANCE RECORD

Revised: 16 November 1972

i

S-E-C-R-E-T

PERSONNEL

1

Rescission: [REDACTED] dated 7 January 1965 and 19 July 1965

1. GENERAL

- a. The purpose of exit clearance processing is to ensure that the Agency's obligations to the departing individual and the individual's obligations to the Agency are properly discharged. Before ~~an individual~~ *individual* separates from the Agency or departs on extended leave of 60 calendar days or more, ~~he is~~ *he is* required to return or account for ~~any~~ Government property issued to ~~him~~ *him* and ~~any~~ Agency or other Government records which are in ~~his~~ *his* possession; arrange for settlement of any indebtedness to the Agency; be informed of any benefits (hospitalization, insurance, accrued annual leave, etc.) to which ~~he may be~~ *he may be* entitled; and be briefed regarding cover, security, and ~~any~~ special clearances ~~which he may hold~~. In order that these obligations may be discharged in a timely and uniform manner, individuals must give notice of their intended separation or obtain approval for extended leave as soon as practical, but at least two weeks in advance of their last workday. Failure to give adequate notice may delay the final settlement of pay, leave, and retirement accounts for an extended period of time after departure.
- b. This handbook applies to staff personnel, Type ~~4~~ *I* contract employees, and civilian and military personnel detailed to the Agency whose exit processing is handled in headquarters.

2. PROCEDURES

a. STAFF EMPLOYEES, TYPE ~~4~~ *I* CONTRACT EMPLOYEES, AND DETAILED CIVILIAN PERSONNEL

- (1) The administrative officer of the component to which the ~~employee~~ *individual* is assigned will:
- (a) Notify the Personal Affairs Branch, Benefits and Services Division, Office of Personnel at least two weeks before the ~~employee's~~ *employee's* last day of duty, or immediately if the ~~employee~~ *individual* fails to give two weeks advance notice, and give the following information:
- (1) ~~Employee's~~ *Employee's* full name and any other true names (not pseudonyms) under which the ~~employee~~ *employee* has been employed in the Agency.
- (2) Serial number.
- (3) Project number (formerly FAN account).

Revised: 16 November 1972

E2 IMPDET

1

2a(2)

- (4) Grade.
- (5) Funds from which paid ~~(~~ vouchered or confidential).
- (6) Reason for separation or extended leave.
- (b) Schedule a preexit interview for staff employees with the Professional Placement Branch, Staff Personnel Division, Office of Personnel for GS-07's and above and the Clerical Staffing Branch for GS-06's and below; a preexit interview is not required for employees departing on extended leave.

25X1A(c) Prepare Form 1152, Request for Personnel Action, for staff employees and detailed civilian employees, as required by [REDACTED] in sufficient time to reach the Personal Affairs Branch before the employee's last workday.

- (d) Notify the <sup>Audit</sup> ~~Certification~~ and <sup>Certification</sup> ~~Liaison~~ Division, Office of Finance if, according to the records of the component, the employee has received, used, or been a custodian of Agency funds within six months preceding the date of separation.
- (e) Notify the <sup>Central Cover</sup> ~~Cover~~ and Commercial Staff of the employee's pending departure, obtain instructions regarding the maintenance of cover legend as appropriate, and schedule an appointment for an interview.
- (f) <sup>Have</sup> ~~Give~~ the employee <sup>take</sup> ~~his~~ Form 642, Central Emergency and Locator Record, <sup>with instructions</sup> ~~and instruct him to take it to the~~ Personal Affairs Branch on <sup>the</sup> ~~his~~ last workday.

(g) Provide guidance and assistance to the employee in ~~his~~ preparation of a written summary of ~~his~~ Agency employment. The administrative officer will submit the draft summary to the following for review and approval: the employee's Career Service; <sup>Central Cover</sup> ~~Cover~~ and Commercial Staff, if the employee had ever served under cover; and the Office of Security. After final approval of the summary, the administrative officer will give the employee a separately typed copy of the text of the approved summary and ~~will~~ send the original with the approval signatures to the Office of Personnel for permanent retention in the employee's Official File [REDACTED]

(h) Notify the Contract Personnel Division of the termination of an employee's contract.

(2) The Personal Affairs Branch will:

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- (a) notify all clearing components by "Weekly Advance Notice of Separations" of the pending separation or extended leave;
- (b) obtain from all clearing components positive verification or certification that the employee has satisfied <sup>personal</sup> obligations to the Agency or has made satisfactory arrangements to discharge them. If appropriate, Form 21, Final Clearance Report, and Form 2802, Application for Refund of Retirement Deductions, should be submitted to the personnel clearing component.
- (c) conduct the employee's final exit processing. Instruct an employee who is going on extended leave to notify the Staff Personnel Division, Office of Personnel 30 days prior to return to duty for reporting instructions. This can be handled by either calling extension 3404 or furnishing the information by mail, addressing all correspondence to the Office of Personnel, CIA, Washington, D.C. 20505; <sup>such as</sup> forms, such as Group Life Insurance Act, Federal Employees' Group Life Insurance Act; Standard Form 8, Notice to Federal Employee About Unemployment Compensation; and Standard Form 2802, Application for Refund of Retirement Deductions; and request that the employee return to the Personnel Division with the completed form;
- (d) review the completed Form 21 to ensure that all required clearances have been properly completed. <sup>change, to the</sup> <sup>Branch, Control Division, Office</sup> where the information is coded and sent to the Office of Joint Computer Support, DDMS, Data Processing.
- (e) review the completed Form 21 to ensure that all required clearances have been properly verified or certified, complete the certification in the space provided at the bottom of Form 21, and forward the form, and when appropriate, Standard Form 2802, to the Office of Finance for retention;
- (3) The Professional Placement Branch will, upon receipt of notification from the administrative officer, schedule and conduct the preexit interview for an employee in grade GS-07 and above.
- (4) The Clerical Staffing Branch will, <sup>when warranted by circumstances</sup> upon receipt of notification from the administrative officer, schedule and conduct the preexit interview for an employee in grade GS-06 and below.

2a(5)

- the individual*
- (5) The Office of Finance will <sup>individual</sup> arrange to pay the employee any moneys due ~~him~~ and, ~~if he is indebted to the Agency, arrange with him the manner of repayment.~~ *if money is owed the Agency.*
- (6) The Office of Security will
- (a) obtain Agency badges from departing personnel <sup>or</sup> and determine that all badges have been properly accounted for;
  - (b) conduct the employee's security briefing;
  - (c) ~~demand and receive~~ <sup>obtain</sup> from the employee all classified and unclassified documents and material remaining in ~~his~~ <sup>the individual's</sup> possession, custody, or control that are the property of CIA or the custodial responsibility of CIA;
  - (d) ~~take the necessary steps to~~ recover badges and, if requested, other documentation issued by or for the Agency if not surrendered on the last workday by the employee.
- Central Cover*
- (7) The ~~Cover and Commercial Staff~~ will
- (a) in collaboration with the component to which the ~~employee~~ <sup>individual</sup> is assigned, determine whether any previously established cover ~~will be maintained.~~ If so, ~~give the employee instructions regarding the cover legend to be used in general and for filing income tax returns;~~

25X1C

*the individual*

mation to the ~~Compensation and Tax~~ Division, Office of Finance within two weeks following the date of separation, or as soon as possible thereafter.

- audit and certification*
- (8) The employee will
- (a) prepare a ~~draft~~ written summary of ~~his~~ Agency employment for appropriate review and approval as delineated in paragraph 2a(1)(g) above;
  - (b) report to the Staff Personnel Division for ~~a~~ <sup>to be scheduled</sup> preexit interview; ~~as scheduled;~~
  - (c) on ~~his~~ <sup>the</sup> last workday turn in his regular badge to the Office of Security receptionist, obtain a temporary "No Escort"

PERSONNEL

2b

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badge, and then report to the Personal Affairs Branch with ~~his~~ Personnel Emergency and Locator Record, Form 642, for ~~the~~ final exit processing;

(d) report to ~~the Cover and Commercial Staff~~ <sup>Central Cover</sup> for an interview as instructed;

(e) report to the ~~Employee Activity Branch~~ <sup>External Activities Branch</sup>, Personnel Security Division, Office of Security for an interview as instructed on ~~his~~ <sup>SECURITY SUPPORT</sup> last workday;

(f) report to other components ~~as instructed to complete~~ <sup>for</sup> required clearances and return the completed Form 21 to the Personal Affairs Branch before departing the Agency.

b. STAFF EMPLOYEES, TYPE I CONTRACT EMPLOYEES, AND DETAILED CIVILIAN PERSONNEL WHEN CLEARANCE MUST BE OBTAINED IN ABSENTIA

(1) The administrative officer of the component to which the ~~individual~~ <sup>employee</sup> is assigned will

(a) notify the Personal Affairs Branch as soon as possible of the separation or extended leave following procedures specified in paragraphs 2a(1)(a), (c), and (d) above;

(b) obtain from the ~~Cover and Commercial Staff~~ <sup>Central Cover</sup> and forward to the employee instructions regarding the maintenance or elimination of cover legends as appropriate;

(c) ensure that the employee receives required documents, such as Standard Form 56, Agency Certification of Insurance Status; and Standard Form 2802, Application for Refund of Retirement Deductions, coordinating this action with the Personal Affairs Branch.

(2) The Personal Affairs Branch, in cooperation with all clearing components, will ensure that ~~the~~ clearance processing is completed.

(3) The Office of Security will ~~take the necessary steps to~~ recover all documentation (including badges) issued to the ~~employee~~ by the Agency.

c. DETAILED MILITARY PERSONNEL

(1) The Military Personnel Branch, <sup>Staff Personnel Division,</sup> Office of Personnel will

(a) notify the administrative officer of the component to which the military detailee is assigned of the effective date of separation;



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S-E-C-R-E-T

25X1A

PERSONNEL

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ILLEGIB

- (b) conduct the military detailee's preexit interview;
  - (c) prepare Form 21 and obtain from appropriate components of the Agency the positive verification or certification that the military detailee has satisfied ~~his~~ obligations to the Agency ~~or has made~~ satisfactory arrangements to discharge them; *have been made;*
  - (d) schedule the military detailee five days before ~~his~~ last workday for a security interview with the Employee Activity Branch ~~Office of Security~~; *External Activities*
  - (e) prepare Form 1152, Request for Personnel Action, in accordance with the provisions of ~~\_\_\_\_\_~~; *25X1A*
  - (f) review the completed Form 21 after the military detailee has visited the necessary components on ~~his~~ last workday to ensure that all required clearances have been properly verified or certified, complete the certification in the space provided at the bottom of Form 21, and file the form in the military detailee's Agency file;
  - (g) conduct the ~~military detailee's~~ final exit interview *and obtain* and at that time retrieve his Agency badge and return it *(to be)* ~~to the Employee Activity Branch, Office of Security~~; *External Activities*
  - (h) in the event it becomes necessary to obtain clearances on a military detailee in absentia, ensure that the clearance processing is completed.
- (2) The administrative officer of the component to which the military detailee is assigned will
- (a) notify the *Audit* ~~Certification~~ and *Certification* ~~Liaison~~ Division, Office of Finance, and the ~~Cover and Commercial~~ Staff and any Agency components which issued a special clearance still held by the military detailee; *Central Cover*
  - (b) ensure that the military detailee has satisfied ~~his~~ obligations to the component to which ~~he~~ assigned or has made satisfactory arrangements to discharge them; *personal*
  - (c) obtain all internal clearances required.
- (3) The Office of Finance will arrange to pay the military detailee any moneys due ~~him~~, and if ~~he~~ indebted to the Agency, arrange *for* with ~~him~~ the manner of repayment.

S-E-C-R-E-T

Revised: 16 November 1972

PERSONNEL

2d

(4) The Office of Security will

(a) conduct the ~~military detailee's~~ security interview;

(b) ~~demand and receive~~ <sup>obtain</sup> from the military detailee all classified and unclassified documents and material remaining ~~in the~~ <sup>individual's</sup> possession, custody, or control that are the property of CIA or the custodial responsibility of CIA;

(c) receive from Mobilization and Military Personnel Division <sup>Branch, CHA</sup> ~~the~~ Agency badges turned in by military detailees who have cleared the Agency in person and determine that all badges have been properly accounted for.

(5)

of the Agency unless such documentation has been surrendered to another Agency component.

(6) The military detailee will report to the component to which assigned and to other components of the Agency as instructed <sup>6.1</sup> ~~to obtain required clearances and will return the completed~~ Form 21 to Mobilization and Military Personnel Division on <sup>Branch, CHA</sup> ~~the~~ last workday.

d. STAFF AGENTS

(1) Separation

(a) The administrative officer of the component to which the individual is assigned will

(1) notify the Contract Personnel Division, ~~Office of Personnel~~ as far in advance as possible of the individual's pending separation;

(2) prepare Form 1152, Request for Personnel Action, as required by ~~the~~ <sup>25X1A</sup> in sufficient time to reach the Contract Personnel Division before the individual's last working day;

(3) notify the <sup>Credit and Certification</sup> ~~Office of Finance, Compensation and Tax~~ Division of the pending separation;

Revised: 16 November 1972

7

E2 IMPDET

PERSONNEL

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- (4) notify ~~the~~ Central Cover Staff of the pending separation, obtain instructions regarding the maintenance of the individual's cover legend as appropriate, and schedule an appointment for an interview;

25X1C

- (5) if appropriate, request direct refund of retirement deductions by ~~the~~ obtaining the concurrence of ~~the~~ Central Cover Staff and the Office of Personnel.

(b) The Contract Personnel Division will

- (1) obtain from all clearing components the positive verification or certification that the individual has satisfied <sup>personal</sup> obligations to the Agency or has made satisfactory arrangements to discharge them;
- (2) ensure that the individual receives necessary forms, such as Standard Form 2802, Application for Refund of Retirement Deductions;

25X1A

- (3) if the individual must report in person to any component (see paragraph 4 of ~~the~~ regarding the approval that must be obtained for the entry of staff agents into, overt CIA buildings), <sup>provide the individual with</sup> ~~submit his~~ Form 21, Final Clearance Record, with such components indicated and request that <sup>for</sup> ~~she~~ report to those offices and return to ~~the~~ Contract Personnel Division with the completed form;
- (4) forward completed Form 21 and, when appropriate, Standard Form 2802 to the Office of Finance.

(c) The Office of Finance will arrange to pay the individual any moneys due ~~him~~ and, if ~~he is~~ indebted to the Agency, arrange <sup>for</sup> ~~with him the manner of repayment.~~

(d) The Office of Security will

- (1) conduct the security interview;
- (2) demand and receive from the individual all classified and unclassified documents and material <sup>the individual</sup> ~~remaining~~ in his possession, custody, or control that are the property of CIA or the custodial responsibility of CIA;

PERSONNEL

25X1A

2d(2)

- (3) <sup>obtain</sup> ~~take the necessary steps to recover badges, and, if requested, other documentation issued by or for the Agency, if not surrendered on the last workday, by the individual.~~

(e) The Central Cover Staff will

- (1) in collaboration with the component to which the individual is assigned, determine whether any previously established cover will be maintained; if so, give the separating individual instructions regarding the cover legend to be used ~~in general and for filing income tax returns;~~

25X1C

Office of Finance within two weeks following the date of separation, or as soon as possible thereafter.

(2) Conversion to Staff Employee

(a) The administrative officer will

- (1) notify the Contract Personnel Division as far in advance as practical of the ~~agent's~~ conversion to staff employee;
- (2) prepare resignation action ~~and~~ and excepted appointment action on Form 1152, Request for Personnel Action, in true name, for processing through appropriate offices. A request for assignment of cover should be made in Section 18 of Form 1152 when conversion is to vouchered funds;
- (3) ensure that the individual changes his <sup>or her</sup> ~~Account~~ Credit Union account ~~and hospitalization~~ and Agency insurance ~~policies~~ <sup>records</sup> to true name;

25X1C

Revised: 16 November 1972

9

E2 IMPDET

## PERSONNEL

- (4) notify the Office of Finance and the Central Cover Staff of the individual's pending conversion to staff employee status.
- (b) The Contract Personnel Division will
- (1) request security approval to convert the individual to staff employee status;
- (2) request the issuance of a staff employee badge.
- (3) Separation in Absentia
- (a) The administrative officer of the component to which the individual is assigned will
- (1) notify the Contract Personnel Division as soon as possible of the separation, following procedures specified in paragraph d(1)(a) above;
- (2) ensure that the individual receives required documents, such as Standard Form 2802, Application for Refund of Retirement Deductions;
- (3) obtain from the Central Cover Staff and forward to the individual instructions regarding the maintenance or elimination of cover legends as appropriate;
- (4) in cooperation with the Contract Personnel Division ensure that the clearance processing is completed;
- (5) forward completed Form 21 and, when appropriate, Standard Form 2802 to the Office of Finance.
- (b) The Office of Security will ~~take the necessary steps to~~ recover all documentation issued by the Agency (including badges).

## 3. POSTSEPARATION PROBLEMS

Any Operating Official or Head of an Independent Office who encounters a postseparation problem concerning a former employee may refer the problem to the Director of Personnel, who will review the case with the official or officials involved; devise, in consultation with those officials, a course of action for settling the problem; and prepare and coordinate official correspondence regarding the case. This does not prevent Operating Officials or Heads of Independent Offices from

~~S-E-C-R-E-T~~

25X1A

PERSONNEL

3

corresponding directly with separated employees concerning problems relating to their specific areas of concern provided such correspondence is coordinated with the Central Cover Staff. To avoid possible conflict of information, copies of correspondence ~~should~~ be maintained in the former employee's Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

~~JOHN W. COTTEY~~

Deputy Director  
for Support

*A. J. Administration*

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11

E2 IMPDET

~~S-E-C-R-E-T~~

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S-E-C-R-E-T

25X1A

PERSONNEL

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SECRET (When Filled In)			
FINAL CLEARANCE RECORD		TO: Office of Finance	
EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE (Last-first-middle)	FINANCIAL ANALYSIS NO.	
OFFICE OF ASSIGNMENT	LAST WORK DAY	EFFECTIVE DATE (Separation)	
REASON FOR CLEARANCE	<input type="checkbox"/> RESIGNATION <input type="checkbox"/> CSC RETIREMENT <input type="checkbox"/> OTHER (Specify): <input type="checkbox"/> EXTENDED LEAVE <input type="checkbox"/> CIA RETIREMENT		
VERIFICATION OR CERTIFICATION OF OFFICIALS			
I CERTIFY THAT I HAVE REVIEWED THE RECORDS OF THIS COMPONENT AND, EXCEPT AS INDICATED, THE EMPLOYEE NAMED IS CLEARED OR HAS SATISFACTORILY DISCHARGED HIS OBLIGATION TO THIS COMPONENT.			
	ROOM NO. & BLDG.	CLEARED BY	INITIALS
OFFICE OF LOGISTICS			
CENTRAL PROCESSING BRANCH, OP			
MAP LIBRARY DIVISION, OBG1			
LIBRARY, CRS			
REGISTRAR, OTR			
COMMO SECURITY			
RECORDS, ISD			
SPECIAL CLEARANCES, OS			
CREDIT UNION, OP			
INSURANCE BRANCH, OP			
CENTRAL COVER STAFF			
OFFICE OF SECURITY			
OFFICE OF FINANCE			
VOL. INVEST. PROGRAM, OP			
PERSONAL AFFAIRS BR. OP			
CERTIFICATION AND FORWARDING ADDRESS OF SEPARATING EMPLOYEE			
FORWARDING ADDRESS	NUMBER, STREET, CITY, STATE, ZIP CODE		
I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL GOVERNMENT PROPERTY AND RECORDS ISSUED TO ME HAVE BEEN RETURNED OR HAVE BEEN PROPERLY ACCOUNTED FOR AND THAT I AM NOT INDEBTED TO THE UNITED STATES GOVERNMENT WHATSOEVER AS A RESULT OF MY CONNECTION WITH THE AGENCY.			
DATE	SIGNATURE OF EMPLOYEE		
THE ABOVE INITIALED COMPONENTS HAVE GIVEN POSITIVE VERIFICATION OF THE FINAL CLEARANCE FOR THE DEPARTING INDIVIDUAL.			
DATE APPROVED	OFFICE OF PERSONNEL APPROVAL		
FORM 21 USE PREVIOUS EDITIONS SECRET E-2, IMPDET CL BY: 007622 (4-9)			

Figure 1

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